

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
CONSTRUCTION DIRECTIVE
MEMORANDUM**

GENERAL SUBJECT:	<u>PROFESSIONAL LICENSURE AND SEALING AND SIGNING OF PLANS</u>	NUMBER:	<u>CD-2009-3</u>
SPECIFIC SUBJECT:	<u>REQUIREMENT FOR SEALING NO-PLAN ASSEMBLIES FOR ADVERTISEMENT</u>	DATE:	<u>MAY 15, 2009</u>
DATE EFFECTIVE	<u>PROJECTS SUBMITTED FOR ADVERTISEMENT AFTER JULY 1, 2009.</u>	SUNSET/ EXPIRES:	<u>MAY 15, 2014</u>

**Original with signature on file in the office
of the Scheduling and Contract Division**

**W. Byron Coburn Jr., PE
State Construction Engineer**

DIRECTED TO - DISTRICT ADMINISTRATORS

As part of the Department's statewide requirement that all plans be sealed by a licensed Professional Engineer or signed by a Responsible Person who may be Exempt form by Code until July 1, 2010, (See Chief Engineer Memorandum at: http://www.virginiaidot.org/business/digital_signature.asp) the following procedures are established:

SAAP (Special Advertisement and Award Process) contracts.

The No Plan title sheet of all SAAP contracts, as well as, any project specific special provision developed for the project, are required to be signed and sealed when they are submitted for advertisement. See Exhibit "A" for sample of SAAP Title Sheet.

RAAP (Regular Advertisement and Award Process) contracts

The No Plan title sheet of all RAAP contracts, as well as, any project specific special provision developed for the project, are required to be signed and sealed when they are submitted for advertisement. See Exhibit "B" for sample of RAAP Title Sheet

Revisions during advertisement (either SAAP or RAAP) that involve engineering will be sealed by a Professional Engineer in the Scheduling & Contract Division unless they require a change to a plan sheet or other document previously sealed by another Professional Engineer. In this instance, the sealed document will be routed back to the Engineer who originally signed and sealed the item. Revisions that do not involve engineering, such as quantity changes, adding or deleting a bid item, schedule or bid due date changes etc., will not be signed and sealed.

Proposal books will not be sealed, but all Special Provisions and Special Provision Copied Notes will be signed and sealed by the Engineer requesting and approving these items. The Specification Section of

the Scheduling & Contract Division will review these Special Provisions to insure compatibility with the Department's Standard Specifications.

PAVEMENT SCHEDULES

No plan assemblies (and the associated Title Sheet) submitted for advertisement of plant mix overlays, surface treatment and slurry seal work will not need to be signed and sealed. This exception does not apply to resurfacing, restoration and rehabilitation (RRR) work and/or any projects with work that includes safety upgrades to the roadway.

Attachments

rpk/C: Commissioner
 Deputy Commissioner
 Commissioner's Staff
 Division Administrators
 District Construction Engineers
 District Maintenance Engineers
 District Materials Engineers
 District Preliminary Engineering Managers
 District Location and Design Engineers
 District Bridge Engineers
 District Civil Rights Managers
 District Contract Administrators
 Regional Operations Directors
 Residency Administrators
 Area Construction Engineers
 Construction Managers
 Project Inspectors
 CQIP Regional Engineers
 Federal Highway Administration
 Office of the Attorney General
 Virginia Department of Minority Business Enterprise
 Virginia Transportation Construction Alliance
 Old Dominion Highway Contractors Association
 Virginia Asphalt Association
 American Concrete Pavement Association
 Virginia Ready-Mixed Concrete Association
 Precast Concrete Association of Virginia
 Division Library

EXHIBIT "A"

TITLE SHEET 1 of 2

**TITLE SHEET
 "NO PLAN" SAAP (CONSTRUCTION & MAINTENANCE) PROJECTS
 COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF TRANSPORTATION**

CONSTRUCTION: _____ **MAINTENANCE:** _____

DISTRICT: _____ CITY/COUNTY: _____ UPC NO.: _____

FUNCTIONAL CLASS _____ FHWA 534 DATA _____ TYPE CODE _____

ROUTE: _____ PROJ. _____ FEDERAL NO.: _____

FROM: _____ TO: _____

LENGTH (FEET): _____ MILES _____

TOPO: _____ DESIGN SPEED (MPH): _____ VPD (YEAR) _____

PROJECT MGR: _____ R/W DONATION: _____

Utilities ____ and/or Railroads ____ are involved in the construction of this project.

This project is to be constructed in accordance with the Department's 2007 Road and Bridge Specifications, 2008 Road and Bridge Standards, 2005 Work Area Protection Manual and as amended by contract provisions and the complete plan assembly.

Design features relating to construction or to regulation and control of traffic may be subject to change as deemed necessary by the department.

DISTRICT FUNDING CONFIRMATION	
DATE	DISTRICT ADMINISTRATOR or DESIGNEE
DISTRICT RECOMMENDED APPROVAL FOR CONSTRUCTION	
DATE	RESPONSIBLE PERSON

EXHIBIT "A"

TITLE SHEET 2 of 2

**TITLE SHEET
"NO PLAN" SAAP (CONSTRUCTION & MAINTENANCE) PROJECTS
COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION**

SEALING AND SIGNING SHEET

VDOT (Division) or Company Name Insert Location, Virginia Insert Technical Discipline	VDOT (Division) or Company Name Insert Location, Virginia Insert Technical Discipline	VDOT (Division) or Company Name Insert Location, Virginia Insert Technical Discipline

Responsible for Pages x to xx

Responsible for Pages x to xx

Responsible for Pages x to xx

EXHIBIT "A"

TITLE SHEET 2 of 2

**TITLE SHEET
"NO PLAN" SAAP (CONSTRUCTION & MAINTENANCE) PROJECTS
COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
SEALING AND SIGNING SHEET**

This is how seals will appear in the published proposal




<p>Sealed and Signed by:</p> <p>License No.</p> <p>On the Date of:</p> <p>An electronic version of the original sealed and signed sheet and No Plan assembly is available in the L&D Plan File Room.</p>	<p>Sealed and Signed by:</p> <p>License No.</p> <p>On the Date of:</p> <p>An electronic version of the original sealed and signed sheet and No Plan assembly is available in the L&D Plan File Room.</p>	<p>Sealed and Signed by:</p> <p>License No.</p> <p>On the Date of:</p> <p>An electronic version of the original sealed and signed sheet and No Plan assembly is available in the L&D Plan File Room.</p>
		
<p>VDOT (Division) or Company Name Insert Location, Virginia Insert Technical Discipline</p>	<p>VDOT (Division) or Company Name Insert Location, Virginia Insert Technical Discipline</p>	<p>VDOT (Division) or Company Name Insert Location, Virginia Insert Technical Discipline</p>
<p>Responsible for Pages x to xx</p>	<p>Responsible for Pages x to xx</p>	<p>Responsible for Pages x to xx</p>

EXHIBIT "B"

TITLE SHEET 1 of 2

**TITLE SHEET
 "NO PLAN" RAAP (CONSTRUCTION & MAINTENANCE) PROJECTS
 COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF TRANSPORTATION**

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FUNCTIONAL CLASS _____ FHWA 534 DATA _____ TYPE CODE _____

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DISTRICT FUNDING CONFIRMATION	
DATE	DISTRICT ADMINISTRATOR or DESIGNEE
DISTRICT RECOMMENDED APPROVAL FOR CONSTRUCTION	
DATE	RESPONSIBLE PERSON
CENTRAL OFFICE RECOMMENDED FOR APPROVAL FOR CONSTRUCTION	
DATE	PROGRAMMING DIVISION DIRECTOR
DATE	STATE LOCATION & DESIGN ENGINEER or MAINTENANCE DIVISION ADMINISTRATOR (Roadway Construction Projects) (Roadway and Bridge Maintenance Projects)
DATE	CHIEF FINANCIAL OFFICER
CENTRAL OFFICE APPROVED FOR CONSTRUCTION	
DATE	CHIEF ENGINEER

EXHIBIT "B"

TITLE SHEET 2 of 2

**TITLE SHEET
"NO PLAN" RAAP (CONSTRUCTION & MAINTENANCE) PROJECTS
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SEALING AND SIGNING SHEET**

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